

4. DECISION

Determine the accommodation that will effectively meet the needs of the employee. Oftentimes, equipment may be ordered and services can be provided through the Computer/Electronic Accommodation Program (CAP) at no cost to the activity.

If there are two possible accommodations and one costs more or is more burdensome than the other, the supervisor may choose the less expensive or burdensome accommodation as long as it is effective. Additionally, the supervisor may choose the accommodation that is easier to provide. If more than one accommodation is effective, "the preference of the individual with a disability should be given primary consideration. However, the employer providing the accommodation has the ultimate discretion to choose between effective accommodations."

5. DOCUMENT

Prepare a proposed letter of decision summarizing the request and detailing the proposed accommodation. If an alternative accommodation is proposed, include rational for decision. Ensure the letter

documents cost estimates for providing the accommodation and informs requester of their rights to reconsideration (within 10 calendar days) and to initiate an EEO complaint (within 45 calendar days). Forward the Proposed Letter of Decision, along with a Staff Summary, via the EEO Office for the Director/Staff Office Chief signature. All denials of requests for reasonable accommodations must be in writing.

5. DEPLOY

Implement the accommodation in a timely manner and monitor to ensure the accommodation is effective. This will take no more than **90 calendar days.** Report the actual date of implementation to the EEO.

For Help in USAG-AK

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Providing Reasonable Accommodations

The Six D's of RA

Supervisor's Guide



What is a Reasonable Accommodation?

A reasonable accommodation is a change in the work environment or the way things are customarily done that would enable a qualified individual with a disability to enjoy equal employment opportunities.

Examples:

- Making facilities accessible
- Acquiring or modifying equipment
- Providing assistive devices
- Flexible leave schedule
- Part-time or modified work schedule
- Redesign of work space
- Modified work site
- Job restructuring
- Changing tests, training materials or policies
- Providing qualified readers or interpreters
- Reassignment to a vacant position

The Request

The RA process is initiated when a person with a disability indicates the need for an adjustment or change at work or the application process for a reason related to a medical condition. An employee may initiate a request for RA orally or in writing. The requester does not have to use any particular words or cite the Rehabilitation Act of 1973 or even use the term "reasonable accommodation."

Each RA will be different and will be considered on a case-by-case basis. If the requested accommodation can be provided based on the employee's informal request, the accommodation should be approved and implemented within 15 Business Days. If not, the supervisor must initiate the formal process. Formal requests should be completed in 30 Business Days.

THE Six D's (steps) of the RA PROCESS

1. DISABILITY?

Is this an individual with a disability? A disability is a mental or physical condition (medical problem) that substantially limits one or more major life functions (caring for self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working). Supervisors can ask the requester for a limited release allowing them to submit a list of specific questions to the health care of vocational professional regarding the requester's disability and functional limitations. Alaska Division of Vocational Rehabilitation is a good resource to assist with this process.

2. DISSECT JOB FUNCTIONS

Supervisor will review the job description for accuracy to determine the essential and marginal functions of the position as well as the physical requirements. Essential functions are those job duties that are so fundamental to the position that the individual cannot do the job without being able to perform them. A function is "essential" if, among other things, the position exists specifically to perform that function; there are a limited number of employees who could perform the function if it were assigned to them; or the function is specialized and the incumbent is hired based on his/her ability to perform it.

3. DIALOGUE

Engage in an interactive process of exploring accommodations options with the requester. The goal is to explore options for providing an accommodation that is **effective**. Meet, talk, dialogue, discuss, communicate, brainstorm, and explore other ideas, options and alternatives. As part of the interactive process, the supervisor may offer alternative suggestions and discuss their effectiveness in removing workplace barriers that impede the individual with a disability. EEO can help with this step if you like the help of a mediator.

Your first consideration would be modifications to the work environment or adjustments in how and when a job is performed. The last resort would be to reassign the requester to a vacant position. If it is determined that reassignment is the only effective accommodation, then we must engage civilian personnel in determining current and potential vacancies and in matching the requester's qualifications with a vacancy. Additionally, there are grade and pay considerations on which CPAC can provide advice.

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